

# WILDLAND FIRE APPLICATION CHECKLIST

(Do Not Submit This Form With Your Faxed or Online Application – Keep this with your personal records.)

- ☐ 1. Resume (**required by all applicants**)
- ☐ 2. Form: OPM 1203-FX, Occupational Questionnaire (**required if applying only by fax**)
- ☐ 3. Form: BIA-4432, (**required if claiming Indian Preference for employment purposes**)
- ☐ 4. Form: OF-306, Declaration for a Federal Employee (**required by all applicants**)
- ☐ 5. Form: GSA-3607, (**required if you are applying to GS-4 or higher positions**)
- ☐ 6. Copy of IQCS Master Record, (**required if applying to GS-4/5 or higher positions**)
- ☐ 7. DD-214 (**if claiming Veterans Preference**) and SF-15 (**if claiming 10 pt. preference**)
- ☐ 8. SF-50, Notification of Personnel Action (**required if you are a current or former Federal employee**)
- ☐ 9. College Transcripts (**unofficial copies may be submitted at the time of application**)

## IMPORTANT TIPS AND REMINDERS:

**Resume:** Include **ALL** of your paid and unpaid work experience including the dates employment “From” (Month/Year) “TO” (Month/Year). For each period of work experience, include the estimated total number of hours per week, supervisors name, work address, phone number and salary, or identify if the period of work was unpaid as a volunteer.

When recording seasonal experience, you may describe short periods of your work experience combined as a season, provided that a TOTAL of 3 months continuous work experience is shown.

If you have current or prior Federal service include your Pay Plan, Grade, Series (for example: GS-462-5). If you have other current or prior service such as an AD Emergency Wildland Firefighter, you can write “AD” as your Pay Plan. If you were paid from fire assignments from an OF-288, you were an AD Emergency Wildland Firefighter.

When writing your description of work experience be sure to include all current or previous work experience that directly relates to the type of job you are applying for. Provide as much specific information as possible relating to the task statements listed in the Occupational Questionnaire.

**Occupational Questionnaire:** Always write the Vacancy Identification Number before you fax your application and attach all supporting documents to 1 (478) 757-3144. Keep your fax transmittal as proof of the fax transmission **before** the application closing deadline which is officially recorded at 11:59 pm based upon the Eastern Standard Time Zone.

**Form BIA-4432:** This is the **Only** Federal form that is accepted to verify Indian Preference for Employment purposes in BIA or Indian Health Service. No other form can be accepted in lieu of this form such as a Tribal Certificate of Indian Blood. Contact your Tribal Enrollment Office and ask specifically for this form. They will provide instructions to obtain it.

**IQCS Master Record:** To request a copy of your IQCS Master Record, contact your last hiring unit FMO or AFMO.

If you cannot obtain a copy of your most recent IQCS Master Record be sure to submit a copy of your most recent Red Card, or signed/completed Task Book, or completed Certificates of Training to provide proof in your meeting the IFPM Selective Factors (Incident Red Card Qualifications and NWCG Training).

**SF-50:** If you previously held a higher grade equivalent to or greater than the position you are applying, include the higher graded SF-50 (such as prior to a RIF) along with a current SF-50. Your resume must also support all grades and experience claimed. Do not submit a Cash Award SF-50 and ask your last servicing HR office for guidance to obtain it.

1. If you apply online and open a USAjobs account – do this only **ONE** time. If you forget your userid or password there is a way to obtain it by submitting a ticket online with the USAjobs Support Desk . Do not open multiple accounts under a different name (for example: George Brown, George A. Brown, George Brown, Jr.) because your online or faxed documents will be placed in pending status until HR can verify you are the same person based upon your SSN.
2. Apply as soon as the job announcement opens. Do not hesitate and wait until the last minute by the closing date!
3. **DO NOT GIVE UP APPLYING FOR A JOB. KEEP TRYING & PLEASE ASK QUESTIONS!!!!**